



King County
CORRECTIONS TECHNICIAN
DEPARTMENT OF ADULT & JUVENILE DETENTION

Hourly Rate Range: \$15.66 – 19.84

Job Announcement.: 06PS6051

OPEN: 5/24/06 CLOSE: 6/9/06

WHO MAY APPLY: This career service position is open concurrently to all King County employees and the general public.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Office. Materials may be either:

- Mailed to: KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, Washington 98104;
- Hand Delivered to: KC DAJD Human Resources, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, Washington; or,
- E-Mailed to: Recruitment.DAJD@Metrokc.gov

Application materials must be received by 4:30 p.m. on the closing date. Postmarks are not accepted. **Applications not received at the location specified may not be processed.** Further inquiries may be directed to DAJD Human Resources at 206-296-4114.

FORMS AND MATERIALS REQUIRED: (1) King County employment application and applicant data sheet which can be accessed via <http://www.metrokc.gov/ohrm/jobs/jobapplications.htm> ; (2) letter of interest detailing your experience and qualifications related to the primary job duties and qualifications outlined below; and (3) completed DAJD Background Investigation Screening Form.

WORK LOCATION: King County Correctional Facility in Downtown Seattle OR the Regional Justice Center in Kent.

WORK SCHEDULE: This is a 40-hour work week, overtime eligible position. Must be available to work varied shifts which include days, swing, graveyard, holidays, and weekends. Must also be available for mandatory overtime.

PRIMARY JOB DUTIES: Provide routine assistance to jail operations in the areas of cashing, inmate property, commissary, and public receptionist responsibilities at the jail window. Job duties and responsibilities in all positions require considerable physical activity, which may include moderate to strenuous lifting. Employees may supervise inmate workers in performing assigned work and must interact with inmates and corrections staff on a regular basis.

1. Receives and processes cash, checks, jewelry and other valuables.
2. Receives and processes bail monies and official paperwork for inmates.
3. Receives and distributes inmate service requests.
4. Processes inmates' money releases to the public.
5. Enters and retrieves information on computer terminal, including confidential information.
6. Maintains accurate records of inmate accounts, including cash and property.

7. Receives, inventories, stores and releases inmate property and valuables.
8. Maintains physical security of property room area.
9. Maintains accountability of the cash drawer.
10. Maintains control of the commissary storage area.
11. Collects, washes, stores and releases inmate property and valuables.
12. Takes inmate commissary orders and processes and distributes items.
13. Delivers and distributes supplies and linen.
14. Escorts vendors and maintenance personnel within jail facility.
15. Disposes of contraband items, as directed.
16. Supervises inmate workers.
17. Assists in purchasing supplies.
18. Maintains inventory of various items, supplies, and equipment.
19. Maintains clean and orderly work areas, including the loading dock.
20. Responds to inquiries from the public regarding inmates.
21. Performs routine office support duties, as assigned and performs other related work, as required.

QUALIFICATIONS: Training or work experience that indicates ability to perform the job assignments stated above. Ability to pass examination requirements which may include knowledge of basic arithmetic, ability to count cash and reconcile cash transactions, ability to use a computer and other equipment.

SELECTION PROCESS: Applications and supplemental questionnaires will be evaluated and those judged most competitive will be invited to compete in the examination process which may include computer performance testing and/or interview. All candidates will undergo a preliminary background investigation screening; finalists will undergo a more extensive background investigation process to include polygraph examination and criminal records and reference checks.

UNION MEMBERSHIP: Membership in Local 519B of Public Safety Employees is required within 30 days of employment.

CLASS CODE: 8899

KC DEPARTMENT OF ADULT & JUVENILE DETENTION
Background Investigation Screening Form

Applicant Name: _____ **Date:** _____
(Please Print)

Position for which you are applying: _____ **Announcement #** _____

All candidates for employment with the King County Department of Adult and Juvenile Detention (DAJD) must undergo a background investigation process. A preliminary screening of all candidates will be based on a review of the completed **Background Investigation (BI) Screening Form**. Please complete this form thoroughly, applicant signature and date is required at the end of this document (Applicant Certification). This document is required to ensure consideration. Applicants may be rejected for criminal behavior, illegal drug use, or failure to meet department standards in the areas listed in the "Background Investigation Screening" questionnaire.

Finalists for DAJD positions will be required to undergo a more extensive background process which includes a polygraph examination, investigation for criminal activity, traffic records, conviction records, employment and education history, character and reputation in the community, etc. Selected positions may also require psychological testing and evaluation, and a pre-employment general medical physical – please see position announcement for specific requirements.

▪ Have you applied for a job with the King County Department of Adult & Juvenile Detention within the last two years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Have you undergone the department's background investigation process within the last two years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo a background investigation process as described above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo psychological testing and evaluation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo a pre-employment medical examination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Background Investigation Screening: Response to the following items will be screened to determine if you meet the preliminary background requirements for employment with DAJD. Please answer the following questions carefully. All answers will be verified in the course of the required background investigation process. Use or involvement with any illegal drugs and/or criminal convictions in an adult criminal court within the time limits listed on this questionnaire will prohibit further consideration.

Dishonest answers or omitted facts in any part of the application process will be grounds for rejecting your application. A positive response (yes) to the BI Screening Form will not necessarily exclude you from employment. However, if you are later found to have provided dishonest responses to this questionnaire, you may be ineligible for employment. If in doubt, please provide a written explanation in the space provided at the end of this form.

1. Have you been convicted of a felony in an adult criminal court in the last ten years? (Note: you must indicate "yes" if you were EVER convicted even if the charges were later dismissed, expunged, deferred, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you been convicted of a misdemeanor offense in the last three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you had your drivers license revoked, or have you been convicted of a DUI, reckless driving, or hit and run in the last three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you bought, sold, offered to sell, possessed, or transported marijuana within the last five years? (This includes unknowingly transferring or possessing.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you used marijuana in the last three years? (This includes using even once or experimenting.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

For purposes of the following two questions (6 and 7), illegal drugs/narcotics/controlled substances will include the following: Cocaine, opiates, hallucinogenic drugs, PCP, mushrooms, LSD, meth, heroin, amphetamines, methamphetamine, barbiturates, ecstasy, opium, or oxycontin.

6. Have you bought, sold, offered to sell, possessed, manufactured, delivered, possessed with intent to manufacture or deliver a controlled substance, or transported any other controlled substance or other illegal drugs/narcotics as described above within the last seven years? (This includes unknowingly transferring or possessing.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Have you illegally used any other controlled substance or other illegal drugs/narcotics (listed in question 6 above) within the last seven years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Have you ever used illegal drugs/narcotics or non-prescribed prescription drugs while employed or after being employed by a criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you ever been terminated or resigned in lieu of termination from another criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Have you ever been convicted of domestic violence or related offenses involving physical violence? (This includes having a court order or violating a court order that restrains such person from harassing, stalking, or threatening a domestic partner of such person or child of such domestic partner or person, or engaging in other conduct that would place a domestic partner in reasonable fear of bodily injury to the partner or child.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Have you ever had any intimate contact with inmate(s), former inmate(s), or detained individuals while employed with a criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Have you ever been disciplined for sexual, racial or other harassment or discrimination or left employment prior to the outcome of an investigation related to alleged harassment or discrimination by you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please use the space below to explain, expand or qualify your response(s) to any of the BI Screening Form questions. Attach additional sheets if needed.

APPLICANT CERTIFICATION:

I certify that the information provided in this document is truthful and accurate and understand that this information will be verified in the course of the required background investigation process. I understand that proceeding to the background investigation process does not constitute an express or implied employment contract.

Signature: _____

Date: _____